

# Preparing for Canvass



# Panelists



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# Canvass Meeting Basics

**WHAT:** Canvass is the process of reviewing, confirming, and recording the official local results of each election.




**WHY:** The purpose of the Canvass is to compile and certify vote totals for each precinct.

-  When to Meet - no later than 5 PM the day after the election
-  Where to Meet - Clerk of Court's or GR's office
-  Attendance - Electoral Board and the public




# FOIA and Canvass

**What:** Canvass is a meeting of the Electoral Board; thus, the **Virginia Freedom of Information Act** applies!

-  Open to the Public
-  Meeting Minutes
-  Notice Date, Time & Location

**Location:** At the Clerk or General Registrar's Office (§24.2-671)

-  Written directions to the location of any room other than the clerk's or GR's Office shall be posted at the doors of the clerk's *and* GR's offices prior to the beginning of the meeting.



# Key Players



**Local Electoral Board**

**Officers of Election**

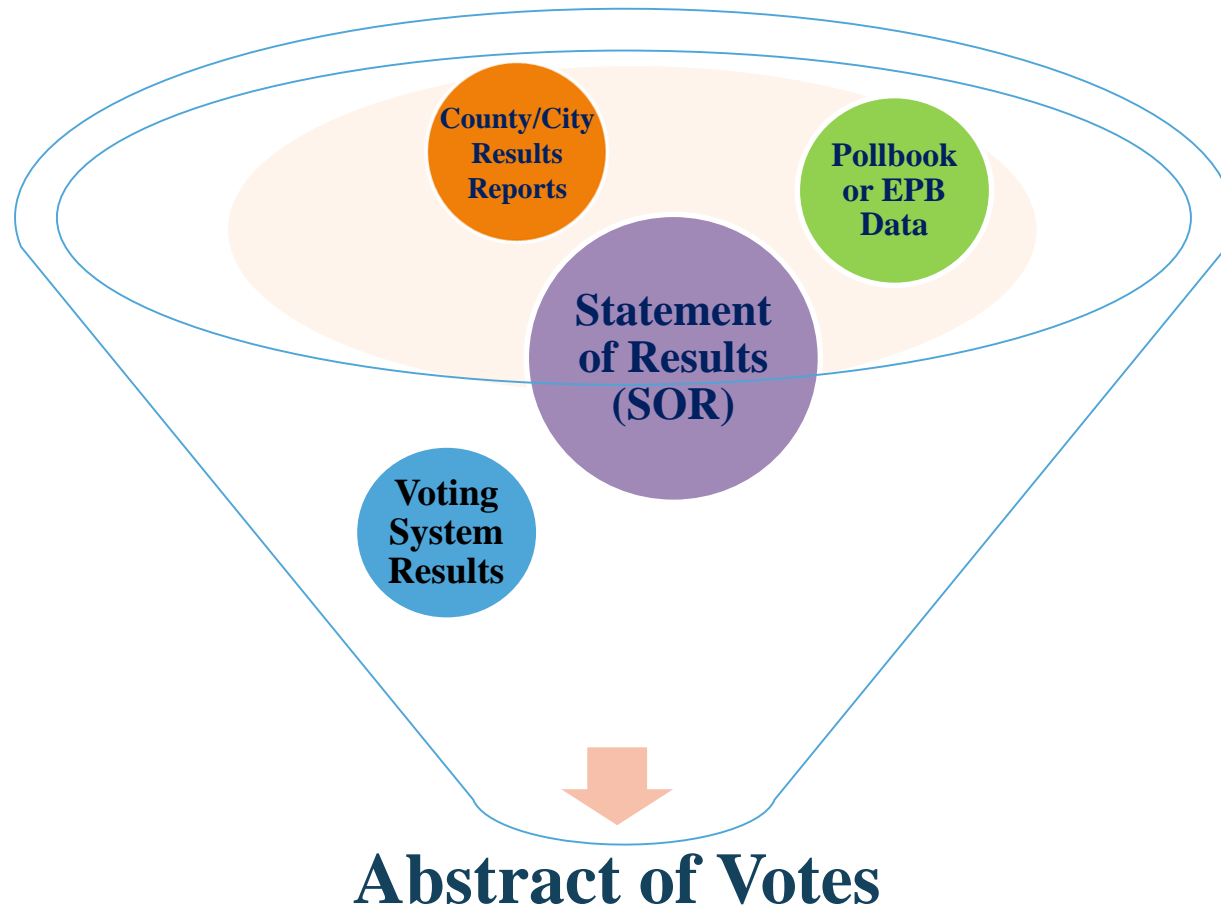
**General Registrars**

**Candidate Representatives**

**Public**









# Verifying Results: Documents for Canvass



# Conducting the Canvass

## Duties of the Officers of Election

-  Provide pollbook count form or EPB machine print out
-  Duplicate Statements of Results
-  Produce the voting equipment printouts
  -  Results Tapes
  -  Precinct Consolidation Tape
  -  Final Precinct Report








# Conducting the Canvass

## Duties of the Electoral Board

Processing the Statements of Results (SOR):



-  EBs check SORs for discrepancies (Representatives from each party may request to check each copy for matching information)
-  EBs ensure all voting systems are accounted for in the SOR and machine tapes are present
-  Compare the number of voters voting with the total number shown as voting on the SOR

The Electoral Board completes and certifies the abstract of votes.



# Conducting the Canvass

## Duties of the Electoral Board Cont.

-  The Electoral Board should verify that the election results from the tapes match the unofficial results entered in VERIS on election night
-  If any changes are made to the SOR (or later to its certified abstract), the Electoral Board must notify ELECT and include a reason which will be posted to ELECT's website



# Conducting the Canvass

## Duties of the Electoral Board Cont.

Once the abstract of votes is complete, the secretary of the board must return to the clerk:

- 🟢 All pollbooks
- 🟡 Any printed inspection and return sheets
- 🟠 One copy of each Statement of Results



# Write-In Votes

Write-In votes cannot be cast for primary elections.

A write-in certification form is required when the write-in voter total is 10% or more of the total votes cast for the office, or when a write-in winner wins the election. Although rare, a write-in certification form is also required if the total number of write-in votes is greater than the number of votes received by the candidate receiving the most votes.



# Provisional Ballot Meeting

There is a statutory requirement to begin the provisional ballot meeting on Wednesday following an election. ELECT recommends the meeting begin by noon. The Electoral Board may not be able to determine the validity of all provisional ballots offered at this initial meeting. If so, the board may stand adjourned from day to day until such time as the validity of all offered provisional ballots is determined. This provisional meeting may not exceed seven calendar days.

In this meeting provisional voters can present their case before the board as to why they should count the provisional ballot.



# Provisional Ballot Meeting

Prior to the Canvass, the General Registrar and/or staff will begin work on provisional ballots. Staff members can:

- 🌊 Open envelope 8, log will be enclosed  
(Staff members can only open 1A if delegated by the Board.)
- 🌺 Prepare redacted copies of the provisional logs
- ☀️ Begin research for DMV queries and Same Day Registrations



# Provisional Ballot Meeting

As with the rest of the Canvass, all members of the Electoral Board should be present for the meeting.

- ☀ The General Registrar must appear at the meeting with the pollbooks used at all precincts

Others who may attend the closed session include:

- ☀ Provisional ballot voters with legal counsel or representative
- ☀ One authorized representative of each political party or independent
- ☀ Appropriate staff and legal counsel of the Electoral Board

Provisional ballot voters can request the meeting be extended to allow for evidence to be provided to the Electoral Board as to why their vote should be counted.



# Processing of Abstracts of Votes




For each office, complete one Abstract and, if write-ins equal 10% or more of the total number of votes cast for the office or a person was elected by write-in vote, the Write-Ins Certification.





# Risk-Limiting Audit

The Electoral Board may elect to request a risk limiting audit of a contested race within their jurisdiction at the Canvass.

-  If selecting a local race to audit, the unofficial results from the race must show a difference of 1% or greater to be selected by the State Board
-  The selected contest must be approved by a majority vote of the local Electoral Board
-  The Secretary must submit an ELECT §24.2-671.2 (D) Form requesting the selected contest to the Department of Elections.

If your request is accepted, the State Board will grant an extension to your certification deadline pursuant to §24.2-671.2 to accommodate the RLA.



## DEPARTMENT of ELECTIONS

# ELECT 24.2-671.2 (D) Form:

## Request for Risk Limiting Audit



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DEPARTMENT of ELECTIONS

### REQUEST FOR RISK-LIMITING AUDIT

#### PURPOSE OF THIS FORM

Under Code of Virginia § 24.2-671.2(D), "A local electoral board may request that the State Board approve the conduct of a risk-limiting audit for a contested race within the local electoral board's jurisdiction." The local electoral board may request an audit of such a race by completing and submitting this form to their Election Services Registrar Liaison prior to the State Board of Elections meeting to choose races to audit.

#### COMPLETE THE FOLLOWING:

Locality: \_\_\_\_\_

Date of Public Meeting: \_\_\_\_\_

Contested Race: \_\_\_\_\_

Town Name/District Number: \_\_\_\_\_

Date of RLA: \_\_\_\_\_

Location of RLA: \_\_\_\_\_

Preliminary Vote Totals: \_\_\_\_\_

Candidate A: \_\_\_\_\_

Candidate B: \_\_\_\_\_

Candidate C (if applicable): \_\_\_\_\_

Candidate D (if applicable): \_\_\_\_\_

On the lines below, please include any other relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*ELECT reserves the right to ask additional questions on behalf of the SBE, if necessary.*

*\*\*Please submit a form for each contested race your locality is requesting to have audited.*



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### REQUEST FOR RISK-LIMITING AUDIT

We, the members of the electoral board, request an audit of the above contested race(s) within our jurisdiction:

Printed name of Chairperson \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name of Vice-Chairperson \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





Printed name of Secretary \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*If your audit request is approved by the State Board of Elections, then the Board may grant an extension of up-to two weeks to your certification deadline under 24.2-671 of the Code of Virginia for the audited race.*



# After the Canvass

The Director of Election should make available for public inspection one copy of the following:

-  County/City Results Report or similarly generated spreadsheet
-  Statement of Results for each precinct
-  Write-Ins Certification completed by the Officers of Election  
for each precinct (if applicable)
-  Abstract of Results



# Questions?

